

# INSTRUCTIONS

## CFS-428b

### ADOPTION ASSISTANCE AGREEMENT FOR FEDERAL IV-E FUNDED ASSISTANCE

#### PURPOSE:

To define the parameters for an Adoption Assistance Agreement regarding subsidy payments funded by the Federal

IV-E Assistance Program. The form identifies the adoptive parents and child(ren). It establishes the amount of the subsidy, the period it will be in effect and the guidelines to follow for accessing services, notifying the Division of any changes, certifying subsidy eligibility, terminating the subsidy and/or appealing decisions.

#### COMPLETION:

1. The Adoption Subsidy Coordinator fills out the CFS-428b.
2. Insert the adoptive parent(s) full name(s), address and phone number.
3. Insert the adoptive child's full name, social security number and date of birth.
4. Mark the "Initial Agreement" check box if this is an initial agreement AND fill in the date of finalization.
5. Mark the "Amended Agreement" check box if this is an amended agreement AND fill in the child's adoption date and agreement effective dates.
6. Mark "Yes" or "No" by the heading "Monthly Cash Payment" AND fill in the amounts of cash and number of months.
7. In Section IB. Medical Care, item 2. describe the child's medical condition and treatments and specify the total cost of the treatments.
8. Following the end of Section V. Appeal, the Division Director, the adoptive mother and adoptive father must sign and date the form.
9. The date on which a signed copy of the agreement is given/sent to the adoptive parent(s) will be written at the end of the form.

**NOTE:** It is essential that the adoptive parent(s) read the entire agreement and have any questions answered by the Adoption Specialist of the Adoption Subsidy Coordinator.

#### ROUTING:

1. Once the DCFS Director or his/her designee signs the form, the Adoption Subsidy Coordinator will retain a copy and send the original to the appropriate Adoption Specialist.
2. The Adoption Subsidy Coordinator will have the adoptive parent(s) sign and date the original.
3. A signed and dated copy of the subsidy agreement is given to the adoptive parent(s).
4. The Adoption Specialist keeps a signed and dated copy of the subsidy agreement in the county office adoption file.
5. The Adoption Specialist sends the original signed and dated copy of the subsidy agreement to the Adoption Subsidy Coordinator in Central Office to be filed in the original subsidy agreement folder.

**NOTE:** The Adoption Specialist will ensure that the original and all copies of the subsidy agreement are dated with the date on which a copy of the agreement was sent/given to the adoptive parent(s).